

**EVALUATION OF NON-INSTRUCTIONAL STAFF**

The non-instructional staff shall be evaluated annually by the personnel portfolio holders by use of instruments adopted by the School Board. The evaluation shall become a part of the employee's personnel file. The employee shall have the right to review the evaluation and may attach a statement of disagreement if he/she so wishes.

**POLICY ADOPTED: 25 Apr 05**  
**POLICY AMENDED: 14 Dec 09**